

Instructions to Create Certificate of Compliance

The following instructions explain the steps to be taken that will allow a user to generate certificates of compliance from AFSL's website.

First-time Registration

Go to the following URL: <http://www.afsl.org/certificateofcompliance.html> . To register for the first time click on the *first link* on that page (See screenshot below). Once you get to the new page, you will be prompted to enter information that will be stored on AFSL's server. This information will be used every time a user creates a new certificate so it does not have to be entered again. During this process, the user will need to create a unique *Username* to access the account each time a new certificate is to be created. It is highly recommended that only one *Username* is created by company. This will allow you to search all of the certificates filed by all representatives of your company. Record and secure this *Username* for future reference. The section regarding the testing laboratory that performed the test has already been pre-populated.

AMERICAN FIREWORKS STANDARDS LABORATORY

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Certificate of Compliance

First time users *click* the link below to register for the new certificate of compliance system.
[Certificate of Compliance Registration Page](#) ← **Link 1**

If you already registered *click* the link below to create a new certificate of compliance.
[Certificate of Compliance Login Page](#) ← **Link 2**

Download the "[Instructions to Create Certificates of Compliance](#)"

Download the "[CPSC Testing and Certification Requirements Applicable to Consumer Fireworks](#)"

Click on the link below to view answers to the most common questions when using the certificate of compliance system.
[Frequently Asked Questions](#)

Register Importer Certificate of Compliance Account

This website will help you speed up the Certificate of Compliance creation process by automatically filling in repeating data. Create ONLY ONE Username per company, which will be your unique login name for generating certificates. Individuals within the same company are encouraged to share the same *Username*. This will allow you to search all of the certificates filed on behalf of your company.

[Go Home](#)

ENTER YOUR COMPANY INFORMATION BELOW.

Your Username *

Your Email Address *

Name of Importer *

Street Address *

Address Line 2

City *

State / Province / Region *

Postal / Zip Code *

CONTACT INFORMATION FOR LABORATORY THAT PERFORMED CONFORMITY TESTING (Do not change the content in these fields. They have already been populated).

CONTACT INFORMATION FOR LABORATORY THAT PERFORMED CONFORMITY TESTING (Do not change the content in these fields. They have already been populated).

Name *

Street Address *

Address Line 2

City *

State / Province / Region *

Postal / Zip Code *

Phone *

Fax


Email *

If you have already registered, click on the [second link](#) (See Screenshot above). Once you get to the new page, you will be prompted to enter the unique [Username](#), which will grant you access to the system that allows you to generate the certificates of compliance.

Importer Certificate Login

Please enter your Company's [Username](#) created during the registration process.

[Go Home](#)

Enter Your Username * 

How to Create New Certificates

1. Once you login using the unique [Username](#) you will get to the [Home](#) section of the system. To start creating a new certificate you need to click on the [Create New Certificates](#) link.

Importer Certificate of Compliance's Account Home Page

Here you can create, submit, and print your certificates of compliance.

Welcome, yxx importer. [Go Home](#) - [Logout](#)

[Create New Certificates](#)

[Edit your Account Information](#)

[View/Edit Previously Submitted Certificates](#)

[Print Certificates](#)

[CSV Upload](#)

2. The [Create New Certificates](#) link takes the user to a new screen where the required information will be entered. Once the information is entered, the user must click on [Submit](#) in order to store the information on AFSL's server.

Create New Certificate of Compliance

Please enter the details of your shipment below.

Welcome, yxx importer. [Go Home](#) - [Logout](#)

Customs Entry # *

Invoice # *

Date of Testing *

  (mm-dd-yyyy)

Date of Certificate *

  (mm-dd-yyyy)

Date of Manufacturing *

  (mm-dd-yyyy)

Product Name *

Model / Item # *

AFSL Lot ID # *

Product Category / CPSC Regulation *

- Once the user clicks on [Submit](#), a confirmation message will display indicating that the information has been stored. Also a link will be displayed asking whether the user wishes to create another certificate. When new certificates are created, information entered during the initial registration process is automatically populated into the appropriate fields.

Importer Certificate Submission Confirmation

Welcome, yxx importer. [Go Home](#) - [Logout](#)

Your certificate has been submitted. Would you like to [create another one?](#)

- The next links on the Home page are self-explanatory:
 - [Edit your Account Information](#): this link allows the user to edit the information entered into the system during registration.
 - [View/Edit Previously Submitted Certificates](#): this link allows the user to edit or correct any typos or incorrect information entered during the creation of the certificates.
 - [Print Certificates](#): this link allows the user to print, save or email the certificates. Remember, the certificates are stored on AFSL's server and may be accessed by CPSC or Customs and Border Patrol.
- The newest feature on the database is called CSV (Comma Separated Values) Upload. This feature allow companies the ability to upload a CSV files after downloading the template and filling out the appropriate information so that the system automatically creates certificates. This process automates the creation of certification for those companies with large volumes.

Importer Certificate of Compliance CSV Upload

Welcome, yxx importer. [Go Home](#) - [Logout](#)

Please read this **IMPORTANT** information about using the CSV Upload feature.

Use EXCEL and export to a standard CSV file for best results.

Step 1. [Download the sample XLS file here](#); you must use this file when structuring your data.

Step 2. Match up the fields with your data. **DATE MUST BE IN MM-DD-YYYY** format. Only use dashes for date separation (-) Do **not** use **00/00/0000** or any other type of date dividing or english representations. (Sample XLS has a mask for dashes instead of slashes).

Step 3. Enter the *product_category* based on this [List](#). Names must match.

Step 4. Once you're done, goto "**File**" then "**Save As**", Select your "**Save as Type**" to "**CSV (Comma delimited) (*.csv)**" and give your file a name.

Step 5. Submit your file to the upload box below. If the upload goes well, check the certificate edit screen and review your entries.

	A	B	C	D	E	F	G	H	I
1	entry_num	invoice_num	test_date	declaration_date	mfg_date	item_name	item_num	lot_id	product_category
2	test-1232	test-a102	03-31-2010	01-03-2010	03-31-2010	Super Awesome Firework	A-024A	C8499	Assortments
3	test-5433	test-a102	03-31-2010	01-03-2010	03-31-2010	Another Cool One	A-024	C8499	Assortments
4	test-12323	test-a102	03-31-2010	01-03-2010	03-31-2010	Fireworks Woo	A-034	C8499	Assortments
5	test-4643	test-a102	03-31-2010	01-03-2010	03-31-2010	Super Awesome Firework	A-423	C8499	Assortments

CSV: